



National Science Foundation

Rotational Vacancy

DIRECTORATE FOR COMPUTER AND INFORMATION SCIENCE AND ENGINEERING OFFICE OF THE ASSISTANT DIRECTOR ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20020161-Rotator **OPEN:** 09/04/2002 **CLOSE:** 10/25/2002

Individuals wishing to apply for a permanent position see vacancy announcement E20020160.

The National Science Foundation (NSF) is seeking a qualified candidate for the position of Program Manager (Research Specialist) in the Office of the Assistant Director, Directorate for Computer and Information Science and Engineering (CISE).

The Directorate is responsible for research infrastructure in computer and information science and engineering. Consisting of five divisions with a staff of approximately 75, it has an annual budget of approximately \$330 million covering five major program areas: computer-communications research, information and intelligent systems, experimental and integrative activities, advanced computational infrastructure and research, and advance networking infrastructure and research.

The position will be filled as a Temporary Appointment or under the terms of the Intergovernmental Personnel Act (IPA). Temporary appointments will be made under the Excepted Authority of the NSF Act. For temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For IPA assignments, the individual remains on the payroll of his/her institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. The individual remains an employee of the home institution.

STATEMENT OF DUTIES: The incumbent of this position serves as a Research Specialist and personal assistant to the Assistant Director. The incumbent of this position:

- Researches technical and scientific information for manuscripts, correspondence, charts, forms, and other materials.
- Develops and provides factual information about various areas of research interests, including information on research normally supported by NSF, other Federal agencies, CISE, the academic community, and industry.
- Prepares background papers on science policy issues; identifies trends, analyses and pertinent issues, and conducts publications reviews.
- Generates relevant scientific and/or administrative data that can be used on preparing analytical and interpretive reports and guides.
- Analyzes and summarizes special statistical tabulations and related materials for internal CISE use.
- Serves as a personal assistant to the Assistant Director, particularly in the area of public relations and technical information.

QUALIFICATIONS REQUIRED: Applicants must have either a Ph.D. or a Master's Degree in computer science and/or computer engineering, plus two or more years of successful research, research administration, and/or managerial experience pertinent to the position; or equivalent experience.

HOW TO APPLY: The salary range is from \$46,469 to 86,095 per annum depending on qualifications and experience. Individuals interested in applying for this position should submit a curriculum vitae, resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20020161-Rotator. You must submit a current Performance Appraisal or letters of recommendation from professionals who can comment on your capabilities. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. For additional information, contact Maria Sutton at (703) 292-4364 or by email at msutton@nsf.gov. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: E20020161-Rotator

Position Status (temporary/permanent): Temporary

Position Title/Series/Grade: Program Manager (Research Specialist), AD-0340-2, CISE

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER